



Department of Motor Vehicles
Rental Tax
P.O. Box 27422
Richmond, Virginia 23261-7422

RT424 (10/02)

Motor Vehicle Rental Tax Schedule of Additional Tax

Page _____ of _____

This schedule must be submitted for each Virginia city, county, or town in which you rent vehicles. If you have one location only, do not submit this form.

Please read the instructions on the back before preparing this schedule.

Name of Business	License Number	Report Month and Year
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ITEMS	FIRST LOCALITY	SECOND LOCALITY	THIRD LOCALITY	FOURTH LOCALITY	FIFTH LOCALITY	TOTALS
A. LOCATION OF BUSINESS						ADD ALL COLUMNS ACROSS
STREET ADDRESS						
CITY, STATE ZIP CODE						
B. <i>Check applicable box and write the code for the city, county, or town where business is located.</i>	<input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Town	<input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Town	<input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Town	<input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Town	<input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Town	
1. Gross Proceeds						
2. Credit for Bad Debts						
3. Bad Debt Recovery						
4. Adjusted Gross Proceeds						
5. Governmental Rentals-Exemption						
6. Re-Rentals-Exemption						
7. Total Exemptions						
8. Net Taxable Proceeds						
9. Tax Liability						
10. Adjustments						
11. Adjusted Tax Liability						
12. Penalty on Late Returns						
13. Subtotal						
14. Interest						
15. Total Liability - Additional Tax						GRAND TOTAL

**GRAND
TOTAL**

INSTRUCTIONS

RT424 (10/02)

Use a separate column for each Virginia address at which a rental vehicle was delivered.

For each line, add together the figures in each column and write the sum in the *TOTALS* column. Transfer the line totals to *Column B* on the *Motor Vehicle Rental Tax Return* (RT420).

If you are submitting more than one *Motor Vehicle Rental Tax Schedule of Additional Tax*, for each line add together the figures in the *TOTALS* columns and write the sum in *Column B* on the *Motor Vehicle Rental Tax Return* (RT420).

Line A Enter the street address, city, state, zip code for each location generating rental revenue.

Line B Check the applicable box to indicate if the business location is in a city, county, or town. Write the code for that locality.

1. Gross Proceeds - Enter the gross rental proceeds.
2. Credit for Bad Debts - Enter the total amount of bad debts on rental transactions charged off as worthless for federal income tax purposes.
3. Bad Debt Recovery - Enter the amount bad debt reported a on pervious return (Line 2) that was subsequently collected during the current reporting period.
4. Adjusted Gross Proceeds - Enter the results of the following calculation:
Line 1 plus Line 3 minus Line 2.
5. Government Rentals Exemption - Enter the portion of your gross proceeds from rentals to any of the following:
 - Federal Government or any of its agencies,
 - State of Virginia or any Virginia town, city, or county,
 - volunteer fire department or rescue squad operated in Virginia as non-profit.
6. Re-Rentals Exemption - Enter your gross proceeds received from rentals to another licensed renter for the purpose of re-rental.
7. Total Exemptions - Enter the results of the following calculation:
Line 5 plus Line 6.

8. Net Taxable Proceeds - Enter the results of the following calculation:
Line 4 minus Line 7.

9. Tax Liability - Enter the results of the following calculation:
Line 8 multiplied by 4% (.04)

10. Adjustments - Enter the amount of any credit or tax due from a previous reporting period.

Note: Enter credits as a negative number. Enter taxes due as a positive number.

11. Adjusted Tax Liability - Enter the *sum or difference (whichever is applicable) of Line 9 plus or minus Line 10.*

12. Penalty (if required) - Determine the amount to enter as follows:
(a) If the figure on Line 11 is \$100 or less, enter \$10.

(b) If the figure on Line 11 is more than \$100, enter 10% of Line 11.

13. Subtotal - Enter the sum of *Line 11 plus Line 12.*

14. Interest (if required) - Enter the result of the following calculation:
number of months late filing times 1½% (.015) times the amount on line 13

15. Total Liability - Enter the sum of *Line 13 plus Line 14.*

Note: The Grand Total of all schedules you submit must equal the amount on Line 15 Column B on your Motor Vehicle Rental Tax Return (RT420).

Attach *Schedule of Additional Tax* to the Motor Vehicle Tax Return (RT420)

Mailing Address
Department of Motor Vehicles
Rental Tax
P.O. Box 27422
Richmond, Virginia 23261-7422

If you have questions or need help completing this schedule, contact a Rental Tax Representative at:

(804) 367-4324 or 6805 (voice)

(804) 367-0233 (fax)

(800) 272-9268 (deaf and hearing impaired)

www.dmvnow.com (web)